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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Client: | |  | | | | | | | TQ No. | | |  | | **Job No:** | | | | |  | | | |
| Contact Name: | |  | | | | | | | Date | | |  | | | | | | | | | | |
| Subcontract /  PO No.: | |  | | | | | | | Response by date: | | | |  | | | | | | | | | |
| Subject: | |  | | | | | | | | | | | | | | | | | | | | |
| TECHNICAL QUERY DETAILS | | | | |  | | | | | | | | | | | | | | | | | |
| Reason for Technical Query: Error/Omission   Construction Change Request  **Clarification of Design**  **Other** | | | | | | | | | | | | | | | | | | | | | | |
| Document / Drawing numbers affected / Equipment or Tag Number Attached  Yes   No | | | | | | | | | | | | | | | | | | | | | | |
| Technical Query Description (include a description of the original requirement): | | | | | | | | | | | | | | | | | | | | | | |
| Proposed action/solution: | | | | | | | | | | | | | | | | | | | | | | |
| Requested By: |  | | | | | | **Signature:** | | |  | | | | | Date: | | | | | |  | |
| Approved By: |  | | | | | | **Signature:** | | |  | | | | | Date: | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| **Contract / Purchase Order variation:** | | | | | | **YES** | | | **VO No**: | | | | | | | | | | | NO: | |  |
| **Extension of time:** | | | | | | **YES** | | | **VO No**: | | | | | | | | | | | NO: | |  |
|  | | | | | | | | | | | | | | | | | | | | | | |
| **CLIENT RESPONsE** | | | Response Required | | | | | | | | Yes  No | | | Date by: | | | |  | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Client approval  Name: | | | | Signature: | | | |  | | | | | | Date: | |  | | | | | | |
| CLOSE-OUT ACCEPTANCE, Enter actions and Follow ups: | | | | | | | | | | | | | | | | | | | | | | |
| Originator approval  Name: | | | | Signature: | | | |  | | | | | | Date: | | |  | | | | | |

**TECHNICAL QUERY ATTACHMENTS?  Yes**  **No**

\*List any other affected  Equipment or interfaces  documents drawings  tags  others: